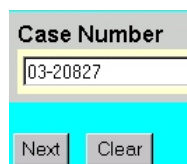


Filing a Disclosure Statement

STEP 1 Select **Bankruptcy** from the **Main Menu**, and then select **Plan** from the **Bankruptcy Events** menu..

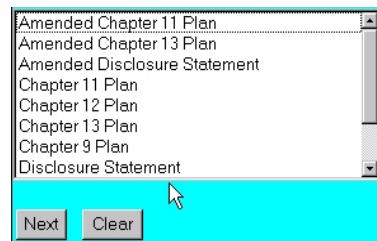


STEP 2 The **Case Number** screen displays.



- ◆ Type in the **Case Number**.
- ◆ Click on the **Next** button.

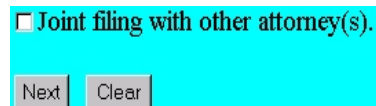
STEP 3 The **select type of document** screen displays.



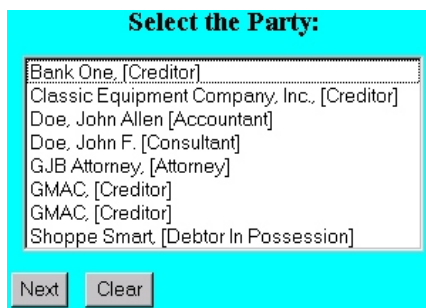
- ◆ Scroll down the list and highlight **Disclosure Statement**
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.

- ◆ Click on the box if this is a joint filing only.
- ◆ Click on the **Next** button.

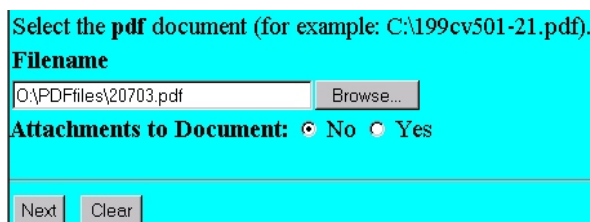


STEP 5 The **Select the Party** screen displays.



- ◆ Click on the party(s) name.
- ◆ Click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.



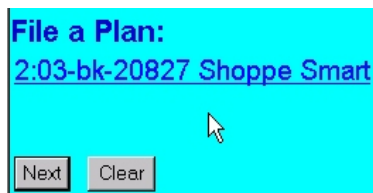
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to the document, click on the **Next** button.

STEP 7 The **With Certificate of Service? y or n:** screen displays.

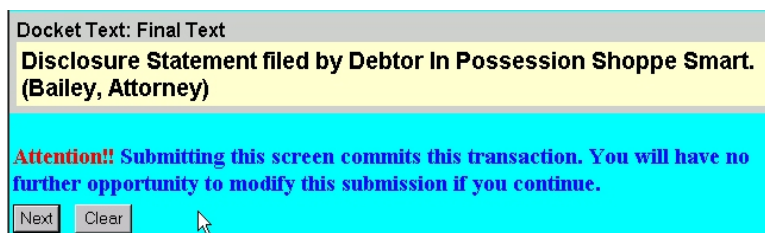


- ◆ Enter a **lower case “y”** if a certificate of service is attached to the **pdf file**; enter a **lower case “n”** if there is no certificate of service. **NOTE: CAPITAL letters will not work in this field!**
- ◆ Click on the **Next** button.

STEP 8 A **Verification** screen displays. Verify the accuracy of the Case Name and Case Number, then click on the **Next** button.



STEP 9 The **Final Text** editing screen appears. This is your **last** opportunity to make corrections to your entry.



- ◆ Verify the final docket text. If correct, click on the **Next** button.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

